

Professional and Managerial Branch
Museums & Cultural Resource Group
Cultural Services Series

ARTS PROGRAMS AND EDUCATION SPECIALIST

07/05 (VZ)

General Purpose

Under general supervision, develop and manage educational and public arts programs.

Typical Duties

Develop and manage Arts in Education Program, including the development of proposed Arts in Education Consortium. Involves: Perform program development and coordination. Research best practices procedures. Collaborate with local school district officials, arts educators, curriculum specialists, artists, business community members, representatives of community based organizations, officials of local community college district and state university and other stakeholders.

Co-curates with Director of Museums and Cultural Affairs and coordinates department's performing arts and visual arts public programs. Involves: Select artwork and contract artists. Arrange transportation for artists. Conduct production and exhibition logistics. Collaborate with marketing staff to prepare event and program promotion.

Perform administrative duties. Involves: Perform grantwriting. Ensure that expenditures comply with grant or endowment provisions. Monitor program operations, prepare periodic reports and evaluate services. Recommend changes as appropriate. Conduct market research to determine needs and evaluate effectiveness of projects. Prepare and deliver presentations to a variety of audiences. Prepare, monitor, submit and justify section budget. Prepare and maintain records and reports. Attend meetings, conferences and events to represent the department.

May assist in supervising assigned personnel and volunteer staff. Involves: Schedule, assign, and review production activities and employees performance. Appraise employee performance. Engage in or arrange for employee training and development as necessary. Enforce personnel rules, regulations, and work standards, as appropriate and within realm of designated authority. Counsel, motivate and maintain harmony in the worksite areas.

Knowledge, Skills, and Abilities

- Considerable knowledge of arts in education and arts education field.
- Considerable knowledge of planning, coordinating and contracting for performing and visual arts programs and exhibitions.
- Considerable knowledge of planning, designing and preparing educational and promotional exhibits, events and activities.
- Considerable knowledge of program budget development and control techniques.
- Good knowledge of marketing, public relations and customer service practices and procedures.
- Good knowledge of the utilization of computer hardware, software, peripherals and general office equipment.
- Good knowledge of supervisory practices and methods.
- Ability to collaborate with multiple stakeholders, and promote public/private partnerships.
- Ability to establish and maintain effective working relationships with coworkers, officials, contractors, granting agencies, foundations and the general public.
- Ability to communicate clear, concise oral and written communication to prepare and present reports to city management and advisory boards; prepare and submit grant proposals; prepare press releases and reports; prepare and negotiate contracts.
- Ability to facilitate public meetings.

Other Job Characteristics

- Occasional driving through City traffic
- Work extended hours, weekends and holidays.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's Degree in arts administration, performing or visual arts, business or public administration or a related field, plus three (3) years of responsible professional experience in a municipal arts agency, nonprofit arts and cultural organization or educational institution.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head